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Municipal Technical Advisory Service (MTAS)

8-8-1973

Technical Bulletins: Must Your City File New EEOC Employee Report?

MTAS

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technical bulletin

Municipal Technical Advisory Service
Institute for Public Service, The University of Tennessee
In cooperation with the Tennessee Municipal League

August 8, 1973

MUST YOUR CITY FILE NEW EEOC EMPLOYEE REPORT?

According to newly-issued regulations, as required by Title 29, Chapter XIV, Part 1602, Code of Federal Regulations, all local and state governments with 100 or more employees must file employment reports with the U. S. Equal Employment Opportunity Commission (EEOC) by Oct. 31, 1973.

The report form--EEO-4--requires reporting the race, sex, salary range and job classification of all employees. (See copy on reverse side.) The reporting regulations were mandated by the 1972 amendments to the Civil Rights Act of 1964, which brought local and state government under the anti-discrimination clauses of the Act.

All political jurisdictions with 15 or more employees must maintain records for fulfilling EEO-4 requirements for a period of three years. Also, all towns and cities must maintain all personnel and employment records (including, but not necessarily limited to, application forms and other records concerning hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) for a period of two years. The requirements of this section do not apply to application forms and other preemployment records of applicants for positions which applicants know are of a temporary or seasonal nature.

The Equal Employment Opportunity Commission's Form EEO-4 and the instructions for preparing it should be sent to all municipalities within the next 30 days by the Commission. However, EEOC emphasizes that all jurisdictions with 100 or more employees must file a report even if one isn't received by mail.

The full regulations were published in the Federal Register May 14, 1973 (Vol. 38, No. 92). For further information, contact William Cody, Executive Director, EEOC, Room 1204, 1800 G Street, N.W., Washington, D.C. 20006.

If you need assistance in preparing the forms, contact the MTAS Personnel Consultant for your area (226 Capitol Blvd., Room 317, Nashville 37219, Phone (615) 256-3447).

MTAS LIBRARY

(Over)

AUG 13 1973

FORM
APPROVED
OMB NO.
124-B0009

MAIL COMPLETED
FORM TO:

☐ 1. State ☐ 2. County ☐ 3. City ☐ 4. Township ☐ 5. Special district

☐ 6. Other (Specify) _____

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

EEOC USE ONLY	
---------------------	--

2. Address - Number and Street

CITY;TOWN

COUNTY

STATE/ZIP

8

(Check one box to indicate the function for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function indicated. If you cannot supply the data for every agency within the function, please attach a list showing name and address of agencies whose data are not included.)

1. Library 601.312700 For accuracy see billing and collection
by: by purchase - direct accounts and similar kind of administration

GENERAL CONCEPT: Culture consists of the beliefs, attitudes, and values of a community. It is the way of life of a group of people. It is the set of shared values and beliefs that guide the behavior of a group of people. It is the way of life of a group of people. It is the set of shared values and beliefs that guide the behavior of a group of people.

8 HEALTH program of public health service, our second choice, making
more food and shelter programs, would result in

• HOUSING Code enforcement has not been working for housing as
demands enforcement housing for elderly ~~housing~~ rent control

2. STREETS AND HIGHWAYS - Government road construction and maintenance of roads along highways and byways and bridges

10 COMMUNITY DEVELOPMENT Planning, zoning, land ~~development~~ ~~conservation~~
urban wilderness preservation

3. Analysis of the data - Summary of findings and other information for the study, including a list of the data sources, a description of the data, and a summary of the results.

17. I (NAME) (ADDRESS) hereby certifies that the above information is true and correct to the best of my knowledge and belief.

• [1971] 121 F.T.R. 201 (Q.B.). Duration of a patent is dependent on the nature of the invention, and the method of its use and the type of commercial activity in which it is used.

5. 1109 100312K: 10/10/1945. On the 10th of the uniform 1.10.45 a road 1 km. N. of the station. On the 10th of the uniform 1.10.45 a road 1 km. N. of the station. On the 10th of the uniform 1.10.45 a road 1 km. N. of the station.

1. NATURAL RESOURCES - A large number of natural resources are found in the area, including timber, minerals, and wildlife. The area is also rich in cultural resources, including historic sites and traditional practices.

15 OTHER (Specify)

7. ~~REPLYING AND ANSWERING~~ ~~QUESTIONS~~ ~~AND~~ ~~ANSWERS~~ ~~OF~~ ~~THE~~ ~~COMMISSIONERS~~ ~~OF~~ ~~THE~~ ~~LAND~~ ~~OFFICE~~ ~~IN~~ ~~THE~~ ~~YEAR~~ ~~1909~~

1890

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

[illegible]

2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

[illegible]

3. NEW HIRES DURING FISCAL YEAR - Permanent full time only
(Omit this section in 1973)

[illegible]

D. EMPLOYMENT DATA AS OF JUNE 30
(Do not include elected/appointed officials. Blanks will be counted as zero)

I. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (in Thousands) 1000-	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAM	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAM	ASIAN AMER	AMER IND	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
OFFICIALS ADMINISTRATORS	1. 0-1.29												
	2. 4.0-5.9												
	3. 6.0-7.9												
	4. 8.0-9.9												
	5. 10.0-12.9												
	6. 13.0-15.9												
	7. 16.0-24.9												
	8. 25.0 PLUS												
PROFESSIONALS	9. 0-1.29												
	10. 4.0-5.9												
	11. 6.0-7.9												
	12. 8.0-9.9												
	13. 10.0-12.9												
	14. 13.0-15.9												
	15. 16.0-24.9												
	16. 25.0 PLUS												
TECHNICIANS	17. 0-1.29												
	18. 4.0-5.9												
	19. 6.0-7.9												
	20. 8.0-9.9												
	21. 10.0-12.9												
	22. 13.0-15.9												
	23. 16.0-24.9												
	24. 25.0 PLUS												
PROTECTIVE SERVICE	25. 0-1.29												
	26. 4.0-5.9												
	27. 6.0-7.9												
	28. 8.0-9.9												
	29. 10.0-12.9												
	30. 13.0-15.9												
	31. 16.0-24.9												
	32. 25.0 PLUS												
PARA PROFESSIONALS	33. 0-1.29												
	34. 4.0-5.9												
	35. 6.0-7.9												
	36. 8.0-9.9												
	37. 10.0-12.9												
	38. 13.0-15.9												
	39. 16.0-24.9												
	40. 25.0 PLUS												
OFFICE/ CLERICAL	41. 0-1.29												
	42. 4.0-5.9												
	43. 6.0-7.9												
	44. 8.0-9.9												
	45. 10.0-12.9												
	46. 13.0-15.9												
	47. 16.0-24.9												
	48. 25.0 PLUS												

REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER AREA CODE
DATE	TYPED NAME / TITLE OF AUTHORIZED OFFICIAL	SIGNATURE

Municipal Technical Advisory Service
The University of Tennessee
Knoxville, TN 37916

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